

# Health and Safety File Checklist

**Location:** [Specify location]

**Date:** [Insert date]

**Inspector(s):** [Insert name(s)]

**File(s) Inspected:** [Specify files or records]

Item	Description	Yes/No/N/A	Notes/Action Required	Completed By	Completion Date
1.1	Health and Safety policies and procedures are filed and updated				
1.2	Employee training records are current and complete				
1.3	Incident and accident reports are filed properly				
1.4	Inspection and audit records are up to date				
1.5	Records of equipment maintenance and testing are available				
1.6	Safety meeting minutes are documented and accessible				